

Criteria Definitions for On-Call Value Engineering Services

Scoring Criteria 1: Qualifications/Expertise of Firms on Team

Min pts 0 : Max pts 20

A. Include the following items:

- Provide a listing of all firms on your proposed team;
- List the type(s) of value engineering expertise that each firm on your team can provide;
- How long has each firm on your team provided value engineering expertise;
- For each firm on your proposed team, provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area). Also, provide the number of employees that each firm on your proposed team has nationwide; and
- Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.

B. Include the following items:

Provide listing of each team member's offices within the state of Washington (including the Greater Portland Metropolitan Area), include the total number of employees within each location and the types of value engineering expertise that is available at each location.

C. Include the following items:

Has the prime consultant worked with proposed sub-consultant(s) on similar value engineering study projects in the last three years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm.

D. Include the following items:

Provide table identifying current availability of key staff and resources for each firm on the proposed project team. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.

E. Include the following items:

Provide a list of up to five value engineering projects that each firm on your project team has completed within the last three years. The project(s) must demonstrate the required value engineering expertise needed for this project. Include the work/services provided on the project(s) and approximate consultant fee of each project.

Scoring Criteria 2: Qualifications of Proposed Project Manager

Min pts 0 : Max pts 20

A. Include the following items:

Provide up to three examples for the proposed Project Manager that demonstrates his/her prior experience leading value engineering teams on transportation projects. Include the date(s) of each value engineering study; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.

B. Include the following items:

- Demonstrate the Project Manager's familiarity with relevant state and federal regulations and/or procedures; and
- Demonstrate the Project Manager's experience leading VE teams on Transportation Projects.

C. Include the following items:

Provide up to three examples of the proposed Project Manager's ability to

- Manage all of the following within a project;
- Project schedule;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

D. Include the following items:

Provide listing of professional licenses/accreditations for the proposed Project Manager; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 20

D. Include the following items:

List each key team member's role/responsibilities on your proposed team.

- For each proposed key team member, provide up to three examples of prior relevant value engineering projects. Include the name(s) of VE studies or classes; dates of the VE studies or classes; and roles/responsibilities for each team member on those project(s);
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures; and
- For each proposed key team member, provide verification that he/she is a Certified Value Specialist, Professional Engineer, etc.

Scoring Criteria 4: Firm's Project Management System and Project Delivery Approach (Prime Consultant Only)

Min pts 0 : Max pts 20

Project Management System

- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- Describe your firm's process for interacting with your internal project team; and
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

Project Delivery Approach

A. Include the following items:

- How does your firm develop a work plan for this project;
- Who is involved with the decision making process for the development of the work plan;
- Describe each of the elements of the proposed work plan for this project; and
- Describe how your work plan addresses contingencies that may arise during the project.

B. Include the following items:

Describe your approaches to resolve issue(s) within the project team; client(s) and stakeholders.

C. Include the following items:

Provide assumptions for work breakdown structure, e.g. WSDOT vs. consultant deliverables.

D. Include the following items:

Identify any key issues and critical milestones for the project.

Scoring Criteria 5: References/Past Performances (Prime Consultant Only)

Min pts 0 : Max pts 20

A. Include the following items:

Provide a minimum of three (3) evaluations. If three (3) or more evaluations have been performed by WSDOT for projects that have been completed during the past three (3) years please, refer to each WSDOT Y-Agreement number for verification of scores. If a minimum of three (3) WSDOT evaluations have not been performed for projects completed within the last three (3) years, it is necessary to have an evaluation of past performance completed by a client. The performance evaluation forms completed by clients must be returned to the Consultant Services Office under separate cover by the submittal due date. The evaluation form may be obtained by clicking on this link "Performance Evaluation Completed by Reference," shown in the RFQ. Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects for public sector clients in the last three (3) years.